

**30<sup>th</sup> Medical Brigade PAM 1-201  
COMMAND INSPECTION CHECKLIST**

**DATE OF INSPECTION**

<b>FUNCTIONAL AREA/SUBORDINATE AREA: ALCOHOL AND DRUG ABUSE PROGRAM</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> To establish and maintain a Bde/Bn/Co Alcohol and Drug Program.</p> <p><b>CONDITIONS:</b> Given the mission of establishing and maintaining the Commander's Alcohol and Drug Abuse Program.</p> <p><b>STANDARD:</b> IAW AR 600-85 and USAREUR Msg 021220Z Mar 90; Subject: Drug Testing in USAREUR</p>					
<p><b>1. REFERENCES:</b></p> <ul style="list-style-type: none"> <li>a. AR 600-85, Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).</li> <li>b. AR 600-8-24; Officer Transfers and Discharges</li> <li>c. AR 635-200 Personnel Separation--Enlisted.</li> <li>d. CINCUSAREUR Memo, AEAGA-MW, 12 Nov 92, Mandatory Referral to the Alcohol and Drug Abuse Prevention and Control Program.</li> <li>e. CINCUSAREUR Msg 021330Z, Mar 90, Drug Testing in USAREUR.</li> <li>f. CINCUSAREUR Msg 081227Z, Apr 92, USAREUR Alcohol Consumption Policy.</li> <li>g. V Corps Policy Memo 5, V corps Commanding General's Policy on the Treatment of Alcohol Troubled and Alcoholic Soldiers.</li> </ul> <p><b>2. PURPOSE:</b> To evaluate the effectiveness of the unit's ADAPCP.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <ul style="list-style-type: none"> <li>a. Is the unit commander in compliance with CINCUSAREUR 200% yearly urinalysis testing per CINCUSAREUR Msg? ( A check of urinalysis ledger will be made to verify compliance)?</li> <li>b. Is the appointed ADC fulfilling duties as outlined in paras 1-24b(1) thru 1-24b(6), AR 600-85. Specific duties include: <ul style="list-style-type: none"> <li>(1) Coordinating the urine testing program? (check urine suspense cards)</li> </ul> </li> </ul>					

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<b>INSPECTION OFFICE/AGENCY G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>(5) Performing other administrative functions in ADAPCP? (Check bulletin boards, urinalysis log, memo, and admin errors in submitting).</p> <p>c. Are the commander and ADC knowledgeable of and enforcing current ADAPCP policies?</p> <p>(1) Mandatory Referral-Inspector will verify ADC of policy and review monthly status reports. (Note: Cdr/ADC must be aware that mandatory referral applies to victims as well as offenders).</p> <p>(2) Mandated actions for illegal drug abusers-inspectors will verify commander ADC knowledge of policy.</p> <p>(3) Inspector will discuss with commander involvement in preventive actions, such as revocation of class VI privileges, Drivers license suspensions, and referrals to the CCC based on command initiative; not after the individual is involved in an alcohol related incident.</p> <p>(4) Are separation actions being processed, when the commander, in consultation with the ADAPCP Staff, determines that enrollment or further rehabilitative efforts are not practical?</p> <p>d. Does the unit ADC maintain a urinalysis ledger documenting all individuals submitting test samples with the following information: Julian date, specimen number, individual's SSN, name of observer who observed the soldier, and the signature of the individual providing the urine specimen?</p> <p>e. Are appointment orders available to document the unit commander's appointment of one or more ADC's?</p> <p>f. Are their alternate observers?</p>					
<b>NOTES:</b>					
<hr/>					
<p><b>VERIFICATION</b></p> <p><b>X</b> _____</p> <p align="center">Unit POC Signature, Name, Rank, Date</p>					

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<b>FUNCTIONAL AREA/SUBORDINATE AREA:</b> <b>AWARDS PROGRAM</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE:</b> <b>1 OCTOBER 2004</b>	<b>PAGE</b> <b>1 OF 4</b>	
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<b>TASK:</b> Army Award Program.  <b>CONDITIONS:</b> Given the mission of monitoring the Awards Program at the Battalion S1 Level.  <b>STANDARD:</b> AR 600-8-22					
<p><b>1. REFERENCES:</b></p> <ul style="list-style-type: none"> <li>a. AR 600-8-22, Military Awards.</li> <li>b. AR 600-8-105, Military Orders.</li> <li>c. DA PAM 600-8, Management and Administrative Procedures.</li> <li>d. V Corps Reg 600-8-22, Military Awards.</li> <li>e. USAREUR Command Policy Letter 16, Subject: Military Awards, dated 4 May 03.</li> <li>f. Brigade Policy #6, Subject: Awards</li> </ul> <p><b>2. PURPOSE:</b> To assess the effectiveness of the unit's Award Program to ensure that all deserving soldiers are recognized prior to departure.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <ul style="list-style-type: none"> <li>a. Are the above references on hand, on order, or readily available?</li> <li>b. Are soldiers recognized with an award ceremony prior to their departure (V Corps Reg 600-8-22). What is the battalion S1's role in monitoring this ?</li> <li>c. Does the battalion S1 have an Awards Program SOP and or Awards Policy ?</li> <li>d. Are there procedures in place for identifying projected losses and notifying unit commanders so that all soldiers departing are considered for an award (V Corps Reg 600-8-22)?</li> <li>e. Has the PAC screened the soldier's name on the Suspension of Favorable Personnel Actions Management Report AAA-0095 to see if he or she is under suspension of favorable personnel actions and did the actions officer certify the information on item 21, DA Form 638? (AR 600-8-22)</li> <li>f. Were previous awards verified with the soldier's ERB/ORB and annotated correctly on item 8, DA Form 638? (AR 600-8-22)?</li> <li>g. Are awards being forwarded to the approval authority regardless of recommendations? If the commander has disapproval authority, delegation of</li> </ul>					

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<b>INSPECTION OFFICE/AGENCY G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>h. Was appropriate oak leaf cluster awarded for each succeeding award annotated in item 8, DA Form 638.</p> <p>i. Was only one decoration awarded for the same act, achievement or period of service (AR 600-8-22)? For verification, check the S1's awards file or log for any previous approved awards on the recommended soldier.</p> <p>j. Were orders distributed properly and annotation made correctly in item 31, DA Form 638 (AR 600-8-22)? Does the orders number (block 27b) match the certificate and orders log entries? Does the approved award (block 29) match the recommended award (block 10) or as indicated by approval authority (block 26d)?</p> <p>k. Does the unit maintain an orders file for approved awards? Are completed recommendations being filed individually by name and SSN, according to type of award (AR 600-8-22)? Is the orders log being maintained by Julian date (AR 600-8-105)? Is the orders log being closed out daily (AR 600-8-105)?</p> <p>l. Are certificates prepared IAW AR and V Corps Regulation 600-8-22? Is the unit using only DA Form 638 (NOV 94) to recommend soldiers for awards? (AR 600-8-22) . Is Part V (Orders Data), DA Form 638, being completed correctly (AR 600-8-105)? Do citations for achievement, service and permanent change of station (PCS) awards have no more than 4 lines of text (AR 600-8-22)? Do citations for retirement awards have no more than 6 lines of text (AR 600-8-22)?</p> <p>m. Does the S1 maintain a log and monitor suspenses for all pending awards?</p> <p>n.. Does the S1 maintain an awards report and forward it higher yearly (AR 600-8-22)?</p> <p>o. Do all award recommendations contain the following documents (V Corps Regulation 600-8-22): DA Form 638; Chain-of-Command endorsements; Enlisted Record Brief (ERB) or Officer Record Brief (ORB); V Corps Award Recommendation Information Sheet (for MSM and Above)?</p> <p>p. Does unit review subordinate unit awards programs during CI/SAV?</p> <p>q. Have discrepancies from the last CI/SAV been corrected? How does unit verify that discrepancies are corrected?</p>					
<b>REVIEW/ PROCESS GOOD CONDUCT MEDAL</b>					
<p>a. Does the S1 verify that all soldiers on the C27 are currently assigned (AR 600-8-22)?</p> <p>b. Are rosters distributed to unit commanders (AR 600-8-22)?</p>					

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<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>e. Did the unit commander circle yes/no (approve/disapprove) next to each soldier's name?</p> <p>f. If the commander disapprove a soldier's GCMDL, did they counsel the soldier and forward a memorandum attesting to the disapproval to the S1 for posting in the MPRJ (AR 600-8-22)?</p>					
<p><b>DRIVER AND MECHANIC BADGES:</b></p> <p>a. Does the commander certify that individuals meet the requirements for the drivers badge?</p> <p>b. Does the soldier possess a valid US Government Motor Vehicle Operators License, OF 346 (AR 600-8-22)?</p> <p>c. Has the soldier performed assigned duty as a driver or assistant driver of an Army vehicle for a minimum of 12 consecutive months, or at least 8,000 miles and had no Army motor vehicle accidents or traffic violations recorded on his/her Equipment Operator Qualification Record DA Form 348 AR 600-8-22)?</p> <p>d. Performed satisfactory for a minimum period of 1 year as an active qualified driver instructor or motor vehicle driver examiner AR 600-8-22?</p> <p>e. Does the commander certify that individual meet the following requirements for the Mechanic's Badge AR 600-8-22):</p> <p>(1) Passed aptitude test and have completed the standard mechanics course with a skilled rating or have demonstrated possession of sufficient previous experience as an automotive or engineer equipment mechanic?</p> <p>(2) Assigned as the primary duty as an automotive or engineer mechanic, unit level or higher, or is an active automotive/ engineer mechanic instructor?</p> <p>(3) If required to drive an Army motor vehicle in connection with automotive mechanic or automotive mechanic instructor duties, qualified for motor vehicle operators permit as prescribed above, and performed duty which included driving motor vehicles for a minimum of 6 consecutive months, and had no Army motor vehicle accidents or traffic violations recorded on his/her Equipment Operator Qualification Record, DA Form 348.</p> <p>(4) Are recommendations approved by the appropriate commander and orders issued?</p>					

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**INSPECTION OFFICE/AGENCY**  
**G-1**

## UNIT

**INSPECTOR'S NAME & PHONE NUMBER**

**ITEM** **YES** **NO** **NA**

## ITEM

**YES NO NA**

## NOTES:

## VERIFICATION

X

Unit POC Signature, Name, Rank, Date

X

Inspector's Signature, Name, Rank,

Date

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: AWOL/ DFR PROCEDURES</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: 1 OCTOBER 2004</b>	<b>PAGE 1 OF 2</b>	
<b>INSPECTION OFFICE/AGENCY G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> Process Absent Without Leave (AWOL) and Dropped From the Rolls (DFR).</p> <p><b>CONDITIONS:</b> Given the mission of monitoring and processing personnel Absent Without Leave (AWOL) and Dropped From the Rolls (DFR) at the battalion/unit level</p>					
<p><b>STANDARD:</b> IAW AR 630-10</p> <p><b>1. REFERENCES:</b></p> <ol style="list-style-type: none"> <li>a. AR 600-8-2; Suspension of Favorable Personnel Actions (Flags)</li> <li>b. AR 630-10; Absent Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings</li> <li>c. AR 635-200; Separations--Enlisted Personnel</li> <li>d. DA PAM 600-8-1; SIDPERS--Battalion S1 Level Procedures</li> </ol> <p><b>2. PURPOSE:</b> To assess the effectiveness of the unit's AWOL/DFR reporting procedures at the battalion level.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <ol style="list-style-type: none"> <li>a. AWOL Reporting: <ol style="list-style-type: none"> <li>(1). Is the DA Form 4187 to report the soldier AWOL submitted in a timely manner? (Procedure 9-8; DA PAM 600-8)</li> <li>(2). Is the SIDPERS transaction to report the soldier AWOL submitted in a timely manner? Procedure 2-10; DA PAM 600-8-1)</li> <li>(3). Is the DA Form 268 (Flag) initiated in a timely manner? (AR 600-8-2 and Procedure 9- 19; DA PAM 600-8)</li> <li>(4). If the soldier is AWOL long enough to be Dropped From the Rolls (DFR as a deserter (30 consecutive days) is the soldier DFRd on the 31st consecutive day of AWOL? (Procedure 9-8, DA PAM 600-8, Procedure 2-7, DA PAM 600-8-1)</li> <li>(5). Is the DA Form 4187 and SIDPERS transaction for DFR submitted in a timely manner? (Procedure 9-8, DA PAM 600-8 and Procedure 2-7, DA PAM 600-8-1)</li> <li>(6). Are the appropriate documents compiled to form the DFR packet and is the</li> </ol> </li> </ol>					

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<b>INSPECTION OFFICE/AGENCY G-1</b>		<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>				<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>(8). Is there a suspense system for taking action when a soldier is reported AWOL to the PAC? (Chapter 2, Para 2-3, AR 630-10 and Procedure 9-8, DA PAM 600-8)</p> <p>(9). Is there a DA Form 4384 (Commander's Report of Inquiry/Unauthorized Absence) complete? (Chapter 2, Para 2-3b, AR 630-10)</p> <p>(10). Is an inventory for the soldier's Personal Property conducted and any monies found properly disposed of? (Procedure 9-8, DA PAM 600-8)</p> <p>(11). Is the letter to the soldier's next of kin to inform them of the soldier's AWOL status prepared and mailed on the 10th day of AWOL? (Chapter 2, Para 2-3e, AR 630-10)</p> <p>b. DFR Reporting:</p> <p>(1). Is a request for revocation of security clearance submitted? (Proc 9-8, DA Pam 600-8-1)</p> <p>(2). Are copies of these documents maintained on file? (Procedure 9-8, DA PAM 600-8)</p> <p>(3). If an AWOL/DFR action was erroneously reported does the PAC know what action to take? (Chapter 4, Para 4-10, AR 630-10 &amp; Procedure 9-8, DA Pam 600-8)</p> <p>(4). Was a letter sent to the next of kin on the 31st consecutive days of AWOL informing them of the DFR action?</p>						
<b>NOTES:</b>						
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VERIFICATION						
X _____						
Unit POC Signature, Name, Rank, Date						

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INSPECTION OFFICE/AGENCY G-1	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
<b>TASK:</b> Ensure qualified enlisted personnel promotion and reductions are being performed IAW current Army Regulations					
<b>CONDITIONS:</b> Ensure enlisted promotions system is filling authorized enlisted spaces with the best qualified soldiers.					
<b>STANDARD:</b> Ensure enlisted promotions publications are on hand.					
<b>1. REFERENCES:</b> <ul style="list-style-type: none"> <li>a. AR 600-8-19, Enlisted Promotions and Reductions.</li> <li>b. AR 600-9, The Army Weight Control Program.</li> <li>c. AR 600-8-2, Suspensions of Favorable Personnel Actions (FLAGS).</li> <li>d. AR 601-280, Total Army Retention Program.</li> <li>e. AR 611-201, Enlisted Career Management Fields and Military Occupational Specialties.</li> <li>f. AR 680-29, Military Personnel Organization and Type of Transaction Codes.</li> <li>g. DA Pam 600-8-1, Unit Level Procedures.</li> <li>h. DA PAM 600-8, Management and Administrative Procedures.</li> <li>i. FM 21-20, Physical Fitness Training.</li> <li>j. Brigade Policy # 27, Promotions.</li> </ul>					
<b>2. PURPOSE:</b> To evaluate the Semi-Centralized Promotion System at the Battalion Level to ensure the program is maintained within DA Standards					
<b>3. SPECIFIC QUESTIONS:</b> The following areas must be reviewed at the battalion/company level: Does the unit evaluate subordinate unit's promotion procedures/systems during SAV/CIs? If so, how often? Are procedures in place to correct discrepancies noted during CI/SAVs?					
a. Are the criteria for advancement to SPC and below being followed? b. Does the Battalion S-1 or unit commander sign all DA Forms 4187?					

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<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>		<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>				<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>f. Are promotion board procedures IAW AR 600-8-19?</p> <p>g. Are completed board actions reaching the PSB by the 20th day of the month? Are non-recommended soldiers being counseled and signing in section C of DA Form 3355?</p> <p>i. Does the unit ensure that the PCSing soldier's promotion packet is complete IAW AR 600-8-19, para 3-38?</p> <p>j. Does the unit place the PCSing soldier's promotion packet and a copy of the page of the C10 (Recommended List) that contains the soldier's name in a sealed envelope and file it in the action pending section of the MPRJ?</p> <p>k. If the requirement can not be met, does the unit file a letter of explanation in the soldier's MPRJ prior to departure?</p> <p>l. Does the unit work with the local Central Processing Facility to ensure the PCS workstation is in compliance with AR 600-8-19 on this issue? Has this issue been integrated in the unit's Command Inspection Program?</p> <p>n. Are promotion selection boards being held as appropriate (monthly when personnel are recommended)?</p> <p>o. Have board members been appointed, and are appointments on file?</p> <p>p. Were female representatives appointed as board members when female personnel were appearing before the promotion board?</p> <p>q. Are minority group personnel appointed as voting members of the promotion board?</p> <p>r. Are records of proceedings signed by the president of the board?</p> <p>s. Were the board recorders qualified in military personnel procedures (MOS 42A or 42L)?</p> <p>t. Is the recommended list for promotion current and on file IAW AR 25-400-2?</p> <p>u. Is the order of merit signed by the president of the promotion board and in AETV-M format 1-301-10</p>						

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<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>		<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>
<b>ITEM</b>			<b>YES</b> <b>NO</b> <b>NA</b>
<p>y. Does the soldier understand that he/she may be required to change duty position, and that he/she is willing to release the soldier upon promotion (Chapter 7-16a, AR 600-200)?</p> <p>z. If the recommendation, including waiver, is disapproved, was it returned through channels to the recommending official with the reason for disapproval clearly and concisely stated?</p> <p>aa. Has the soldier, who was not recommended for promotion, attested in writing that he/she has been counseled and advised of the reason for disapproval?</p> <p>bb. Was the soldier advised of the disapproval by the recommending official?</p> <p>cc. Are areas of deficiencies pointed out, and are means of improving performance suggested to the individual?</p> <p>dd. For individuals not recommended by a local promotion board, does DA Form 3355-R, 56-R, or 57-R reflect the date of counseling (note: the soldier and recommending official will affix their initials following the notation indicating that counseling has been accomplished)?</p> <p>ee. Are board proceedings and a copy of the current recommended list forwarded to the gaining unit, upon reassignment prior to promotion to SGT or SSG?</p> <p>ff. Are the most recent board proceedings on an individual maintained in the personnel office functional files for a period of 1 year and then destroyed?</p> <p>gg. Are fully eligible personnel being promoted to PV2/CPL?</p> <p>hh. Are copies of the SGT/SPC(P) standing list posted to section bulletin boards?</p> <p>ii. Is there a Promotion Policy letter posted?</p>			
<b>NOTES:</b>			
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<b>VERIFICATION</b>			

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<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<b>TASK:</b> Establishing and maintaining Family Care Plans  <b>CONDITIONS:</b> Given the mission of identifying, establishing and maintaining a Family Care Plan for personnel required at the battalion level.  <b>STANDARD:</b> IAW AR 600-20					
<b>1. REFERENCES:</b> <ul style="list-style-type: none"> <li>a. AR 600-8; Military Personnel Management</li> <li>b. AR 600-8-24; Officer Transfers and Discharges</li> <li>c. AR 600-20; Army Command Policy</li> <li>d. AR 600-8-104 Military Personnel Information Management/Records</li> <li>e. V Corps Family Care Plan Policy Memorandum # 24, dated 3 Aug 98</li> </ul>					
<b>2. PURPOSE:</b> To assess the effectiveness of the unit's ability to identify and maintain Family Care Plans for personnel required IAW AR 600-20.					
<b>3. SPECIFIC QUESTIONS:</b> <ul style="list-style-type: none"> <li>a. Does the command ensure that subordinate units have a roster and utilize EMILPO AAA-340 (Family Member Care Plan Counseling Report) (AR 600-8-104) to identify personnel required to submit a family care plan (AR 600-20 para 5-5p)?</li> <li>b. Does the command ensure subordinate units update their FCP Counseling Report with the Personnel Detachments quarterly (AR 600-8-104)?</li> <li>c. Does the command inspect subordinate units to ensure required personnel are in compliance with AR 600-20 and have approved family care plans on file? (AR 600-20, para 5-5b)?</li> <li>d. Does the command ensure that subordinate commanders are properly counseling personnel that require a family care plan (AR 600-20, para 5-5b)?</li> <li>e. Is there a suspense roster to ensure family care plans are completed and on file within 2 months of the date of counseling (AR 600-20 para 5-5k (1)(e))? Does the command use tracking tools or maintain documentation to ensure compliance throughout their subordinate</li> </ul>					

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<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>g. Does the command ensure that personnel are aware that they will not receive special consideration in duty assignments based on responsibility for family members (AR 600-20, para 5-5c)?</p> <p>h. Does the command ensure that DA Form 5305-R, Family Care Plan, is rectified periodically, but at a minimum, during the anniversary of the soldier's birth month (AR 600-20, para 5-5k(2)(c))?</p> <p>How does the command ensure that subordinate commanders are checking the validity and durability of family care plans, to include contacting designated guardian's) (AR 600-20, para 5-5g(7))?</p> <p>i. Does the command ensure that subordinate units are conducting family care plan counseling at the time of pregnancy to ensure pregnant soldiers are informed of family care plan requirements, if she chooses to remain on active duty (AR 600-20, para 5-5f)?</p> <p>j. Does the command ensure that subordinate units are aware that personnel who do not comply with family care plan requirements may be separated from service IAW AR 635-200 for enlisted personnel and AR 635-100 and 635-120 for officers (AR 600-20, para 5-5d thru e)?</p> <p>k. Has the command completed a command inspection and/or staff assistance visit to all their subordinate commands within the last twelve months or as required by their organizational SOP (AR1-201)?</p> <p>l. Does the command have documentation of previous Command Inspections on file for their subordinate units?</p>					
<b>NOTES:</b>					
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<b>FUNCTIONAL AREA/SUBORDINATE AREA: LEAVE AND PASS PROGRAM</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
		<b>1 OCTOBER 2004 1 OF 3</b>			
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>		<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>		
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> Manage the Unit/Battalion Leave Program</p> <p><b>CONDITIONS:</b> Given the mission of establishing and managing the unit's leave program at the battalion level.</p> <p><b>STANDARD:</b> IAW AR 600-8-10</p>					
<p><b>1. REFERENCES:</b></p> <p>a. AR 600-8-10; Leaves and Passes</p> <p>b. AR 630-10; Absent Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings</p>					
<p><b>2. PURPOSE:</b> To assess the unit's Leave and Pass program IAW above references.</p>					
<p><b>3. SPECIFIC QUESTIONS:</b></p> <p>a. If the soldier's last day of leave is a non duty day or holiday, is the DA Form 31 annotated that the last day of leave should not be charged as a day of leave (Para 12-1, AR 600-8-10)?</p> <p>b. Are voided leaves annotated properly on the DA Form 31 and on the leave control log, and are those leaves signed by the Adjutant or Personnel Sergeant (Para 12-6, AR 600-8-10)?</p> <p>c. Has the Personnel Sergeant or Adjutant conducted the internal review of the Leave Program functional area? If so, is the documentation on file?</p> <p>d. Does the unit have a written leave SOP/Policy?</p> <p>e. Is there a suspense system to control the departure and return of leaves (Para 12-5, AR 600-8-10)?</p> <p>f. When a soldier returns from leave, is the original copy of the DA Form 31 forwarded to finance on a unit transmittal memorandum (UTM) within 72 hours (10 duty days if TDY is a factor) (Para 12-7, AR 600-8-10)?</p> <p>g. Is the organization copy of the DA Form 31 maintained on file for a period of 6 months (Para 12-7, AR 600-8-10)?</p> <p>h. If a soldier goes AWOL from leave, is the appropriate entry made in item 17 of the DA Form 31 (Para 4-30, AR 600-8-10)?</p> <p>i. Is the JSS Jumps Leave Transaction Input Report being properly reconciled with</p>					

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: LEAVE AND PASS PROGRAM</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
		<b>1 OCTOBER 2004</b>	<b>2 OF 3</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>j. In the reconciliation process, is a copy of their reconciliation memorandum Tactical Army Combat Service Support Computer System (TACCS) being properly filed with the JSS in the Gp/Bn organizational completed leave file (Para 12-24, AR 600-8-10)?</p> <p>k. Are the DA Forms 31 prepared correctly (Para 12-1, AR 600-8-10)?</p> <p>l. Does the control number start with the number 0001 with the first leave that begins in the fiscal year (Para 12-1, AR 600-8-10)?</p> <p>m. Are the appropriate notations made on the DA Form 31 when applicable:</p> <p>(1) PCS for soldiers departing on permanent change of station.</p> <p>(2) TRNS for soldiers departing on transitional leave.</p> <p>n. Is leave being taken in conjunction with passes?</p> <p>o. Does the Commander have an annual leave program?</p> <p>p. Are counseling statements on file for soldiers who refuse to take annual leave?</p> <p>q. Is a DA Form 4179-R (Leave Control Log) being maintained?</p> <p>r. Are control numbers being assigned and logged?</p> <p>s. Are leave control logs being filed and retained on FY File for the required period of 12 months?</p> <p>t. If the authenticating authority has been delegated on DA Form 31, was the delegated authority in writing?</p> <p>u. Are original copies of DA Form 31s on file and maintained properly for the required retention period of 6 months?</p> <p>v. Are letters of transmittal (UTL) filed for a period of 60 days?</p> <p>w. Do 4-day passes include more than 2-duty days?</p> <p>x. Are commanders establishing an annual leave program to manage and allow the use of authorized leave to the maximum extent possible?</p> <p>y. Is the use of accrued leave being encouraged and opportunities being provided for the use of leave?</p> <p>z. Are documents being reviewed and prepared to ensure proper leave is charged i.e. leave control log/reconciliation of leave)?</p>					



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<b>FUNCTIONAL AREA/SUBORDINATE AREA: IN AND OUT PROCESSING PROCEDURES</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<b>TASK:</b> Establish and monitor In & Out processing procedures  <b>CONDITIONS:</b> Given the mission of establishing and monitoring the in/out-processing of soldiers at the battalion level.  <b>STANDARD:</b> IAW USAREUR Reg 612-1					
<b>1. REFERENCES:</b> <ul style="list-style-type: none"> <li>a. AR 600-8-8; The Total Army Sponsorship Program.</li> <li>b. AR 600-8-10; Leaves and Passes</li> <li>c. AR 600-8-11; Reassignment</li> <li>d. AR 600-8-22; Military Awards</li> <li>e. AR 623-205; Enlisted Evaluation Reporting System</li> <li>f. TC 12-17; Adjutant Call; The S1 Handbook</li> </ul>					
<b>2. PURPOSE:</b> To evaluated the effectiveness of the unit's in/out-processing procedures.					
<b>3. SPECIFIC QUESTIONS:</b> <ul style="list-style-type: none"> <li>a. Are proper In &amp; Out Processing procedures being followed? (USAREUR Reg 612-1)</li> <li>b. Is there a checklist provided to assist soldiers during in-processing? (TC 12-17).</li> <li>c. Is a sponsor appointed to assist the soldier during in-processing? (Para 2-2, AR 600-8-8).</li> <li>d. Is a checklist provided to assist the soldiers during out-processing? (Chapter 5, AR 600-8-11).</li> <li>e. Is a sponsor appointed to assist the soldier during in-processing? (Chapter 5, AR 600-8-11).</li> <li>f. Is a checklist provided to assist the soldiers during out-processing? (Chapter 5, AR 600-8-11).</li> <li>g. Is there a system in place to ensure NCO-ER's are initiate on SGT or above prior to their departure from the unit? (Appendix E, Para E-7, AR 623-205).</li> </ul>					

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: IN AND OUT PROCESSING PROCEDURES</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>k. Does the checklist identify soldiers needing family care counseling/plans?</p> <p>l. Is there a suspense system to ensure that soldiers report to their out-processing briefing on time? (Chapter 2, Table 2-6, AR 600-8-11).</p> <p>m. Is the Army Lapel Button presented to all eligible soldiers prior to their separation? (Chapter 3, AR 635-10).</p> <p>n. Are the clearing papers (DA Form 137) annotated to indicate whether the soldier was presented the Army Lapel Button so that an annotation can be made on the DD Form 214 (Certificate of Release or Discharge from Active Duty)? (Chapter 5, AR 600-8-11).</p> <p>o. Is there a system in place to identify soldiers requiring final or transfer flagging action prior to their departure from the units?</p> <p>p. Are height and weight verifications by the unit commander or designated representative listed on the DA Form 137? (Installation Clearance Form). (AR 600-8-2, Chapter 2, Para 2-5 thru 2-7).</p>					
<p><b>NOTES:</b></p> <hr/>					
<b>VERIFICATION</b>					

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<b>FUNCTIONAL AREA/SUBORDINATE AREA:</b> <b>MEAL CARDS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE:</b> <b>1 OCTOBER 2004</b>	<b>PAGE</b> <b>1 OF 2</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>				
<b>ITEM</b>				<b>YES</b>	<b>NO</b>	<b>NA</b>
<b>TASK:</b> Manage the unit's Meal Card System  <b>CONDITIONS:</b> Given the mission of managing the unit's Meal Card Management System at the battalion level  <b>STANDARD:</b> IAW AR 600-38						
<b>1. REFERENCE:</b> <ul style="list-style-type: none"> <li>a. AR 600-38; The Meal Card Management System</li> <li>b. AR 25-400-2; The Army Records Information Management System (ARIMS)</li> </ul>						
<b>2. PURPOSE:</b> To evaluate the effectiveness of the unit's Meal Card Management System.						
<b>3. SPECIFIC QUESTIONS:</b> <ul style="list-style-type: none"> <li>a. Is a Meal Card Verification Officer (MCVO) appointed in writing? (AR 600-38 Para 2-3h)</li> <li>b. Is the Meal Card Control Officer (MCCO) and Meal Card Controller (MCC) appointed in writing? (AR 600-38, Para 2-6 &amp; 2-7)</li> <li>c. Are meal cards and ration cards collected prior to PCS departure?</li> <li>d. Are meal cards accounted for?</li> <li>e. Are meal cards withdrawn upon departure for leave or TDY?</li> <li>f. Has the MCCO developed and published procedures to accomplish meal card management?</li> <li>g. Is a system in place to ensure prompt issuance of meal cards to newly assigned/attached personnel and the turn in of meal cards when SIK is not authorized?</li> <li>h. Have meal card verification checks been accomplished using DA Form 4550-R (AR 600-38), and filed IAW AR 25-400-2 (file # 600-38)?           <ul style="list-style-type: none"> <li>i. Has the MCCO maintained card control registers DA Form 4809-R in three ring binders IAW AR 600-38 and AR 25-400-2?</li> <li>j. Are appointment orders of the current MCCO filed in front of the first binder?</li> </ul> </li> <li>k. Does the first binder contain DA Form 410 and/or DA Form 3161 if</li> </ul>						



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<b>FUNCTIONAL AREA/SUBORDINATE AREA: PERSONNEL EVALUATIONS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> Manage Personnel Evaluations</p> <p><b>CONDITIONS:</b> Given the mission of monitoring and maintaining the Personnel Evaluations at the Battalion Level.</p> <p><b>STANDARD:</b> IAW AR 623-105 and AR 623-205.</p>					
<p><b>1. REFERENCES:</b></p> <ol style="list-style-type: none"> <li>AR 623-1, Academic Evaluation Reporting System.</li> <li>AR 623-105, Officer Evaluation Reporting System.</li> <li>AR 623-205, Enlisted Evaluation Reporting System.</li> <li>DA Cir 623-88-1, Noncommissioned Officer Evaluation System</li> <li>DA PAM 600-8, Management and Administrative Procedures</li> <li>DA PAM 600-8-1, Unit Level Procedures</li> <li>Brigade Policy # 28 Evaluations</li> </ol>					
<p><b>2. PURPOSE:</b> To evaluate the effectiveness of the Personnel Evaluation process within the unit.</p>					
<p><b>3. SPECIFIC QUESTIONS:</b></p> <p><b>NONCOMMISSIONED OFFICER EVALUATION REPORT:</b></p> <ol style="list-style-type: none"> <li>Are the above references on hand, on order, or readily available?</li> <li>Are rating schemes published by name and posted in the unit so that all NCOs know their rater, senior rater, and reviewer? AR 623-205.</li> <li>Does the rating scheme include the effective date for each rating official?</li> <li>Are rating schemes kept current as changes occur and published monthly?</li> <li>Is the Unit Personnel Accountability Notices (AAA-165) and EDAS Individual Losing Assignment (AAA-234) being monitored with the Unit Personnel Accountability Report (AAA-162) and the unit rating scheme to ensure units are promptly requesting Change of Rater NCOER when they report position changes, if necessary?</li> <li>Does the S1 have a system in place to monitor annual reports to ensure they are completed in a timely manner? AR 623-205 21</li> </ol>					

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**DATE OF INSPECTION**

<b>FUNCTIONAL AREA/SUBORDINATE AREA: PERSONNEL EVALUATIONS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>g. Does the S1 have a system in place to ensure that a Relief for Cause or Complete the Record Report is completed in a timely manner? AR 623-205</p> <p>h. Does the S1 ensure that the following are completed prior to forwarding the report to the PSB for processing:</p> <ol style="list-style-type: none"> <li>(1) Part I, Administrative Data, IAW AR 623-205?</li> <li>(2) Part II, Authentication, IAW AR 623-205?</li> <li>(3) Part III, Duty Descriptions, IAW AR 623-205?</li> <li>(4) Part IV, Values/NCO Responsibilities, IAW AR 623-205?</li> <li>(5) Part V, Overall Performance and Potential, IAW AR 623-205?</li> <li>(6) Is a system in place to ensure the beginning month is the month following the ending month of the last report?</li> <li>(7) Are the NCO-ERs accurately completed and turned into the servicing PSB NLT 30 days following the ending month of the report? AR 623-205</li> </ol>					
<p><b>OFFICER EVALUATION REPORT</b></p> <p>a. Are the above references on hand, on order, or readily available?</p> <p>b. Is the identity of each officer's rater, intermediate rater (if applicable), and senior rater made known to the officers on an official rating scheme that is published and distributed within the unit of assignment or attachment (AR 623-105)?</p> <p>c. Are Junior Officer Developmental Support Forms (JODSFs) used with all LTs and WO1s in conjunction with the support form (AR 623-105)? Conduct a random sample check.</p> <p>d. Does the S1 have a system in place to monitor annual reports to ensure they are initiated and completed on time?</p> <p>e. Does the S1 have a system in place to ensure that Senior Rater Option; Rater Option; Relief for Cause; Complete the Record; Sixty Day Option, or any other type of report is initiated and completed on time(AR 623-105)?</p> <p>f. Does the S1 ensure that the following are completed before forwarding to the PD or DA PERSCOM for processing, IAW table 3-8, AR 623-105:</p> <ol style="list-style-type: none"> <li>(1) Part I, Administrative Data.</li> <li>(2) Part II, Authentication.</li> </ol>					

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: PERSONNEL EVALUATIONS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>(3) Part III, Duty Description.</p> <p>(4) Part IV, Performance Evaluation Professionalism.</p> <p>(5) Part V, Performance and Potential Evaluation.</p> <p>(6) Part VI, Intermediate Rater (if applicable)</p> <p>(7) Part VII, Senior Rater.</p> <p>g. Are OERs accurately completed and received 1) at DA PERSCOM within 90 days following the ending period of the report (AR 623-105, para 3-34c3) and 2) turned into the servicing PSB for processing and Officer Record Brief updating?</p> <p>h. Are all rated officers signing after the report is completed and all rating officials have signed (AR 623-105, para 3-17)?</p> <p>i. Do all rated officers receive a copy of both the rater's and the senior rater's support form shortly after assuming duties (AR 623-105, para 2-11, 2-15)?</p>					
<b>NCOERS/OERS</b>					
<p>a. Does unit evaluate NCOER/OER program during subordinate unit command inspection/SAVs?</p> <p>b. Were NCOER/OER discrepancies noted during the last CI/SAV corrected?</p> <p>c. Does the battalion have a written NCOER/OER policy?</p> <p>d. What is the battalion's (as applicable) timeliness rate?</p> <p>e. Is there an NCOER/OER Policy Letter Posted?</p> <p>f. Are Performance Reports on file?</p> <p>g.. Does the unit publish and maintain a current Rating Scheme?</p> <p>h. Are quarterly counseling performed?</p>					



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<b>FUNCTIONAL AREA/SUBORDINATE AREA: REASSIGNMENTS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<b>TASK:</b> Manage the Reassignment Processing program.  <b>CONDITIONS:</b> Given the mission of establishing and managing the reassignment processing program at the battalion level.  <b>STANDARD:</b> IAW AR 600-8-11					
<p><b>1. REFERENCES:</b></p> <ul style="list-style-type: none"> <li>a. AR 600-8; Military Personnel Management</li> <li>b. AR 600-8-11; Reassignment</li> <li>c. AR 614-100; Officers Assignment Policies, Details, and Transfers</li> <li>d. AR 614-200; Enlisted Assignment &amp; Utilization Management</li> </ul> <p><b>2. PURPOSE:</b> To assess the effectiveness of the unit's Reassignment Processing Program at the Battalion Level.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <ul style="list-style-type: none"> <li>a. Is the S1 ensuring requests for deletion or deferment are submitted within 45 days of EDAS cycle date, or if situation arises after the initial 45 days period that requests are submitted within 72 hours (AR 600-8-11)?</li> <li>b. Is the S1 ensuring requests for Operational deletion or deferment submitted to arrive at PERSCOM within 45 calendar days of the EDAS cycle date (AR 600-8-11)?</li> <li>c. Is reassignment eligibility screening being conducted by the S1 and is the reassignment branch notified/provided with documentation to delete soldiers who are not eligible for overseas movement (AR 600-8-11)?</li> <li>d. Are procedures in place to ensure no soldiers are past availability month without valid reason (AR 600-8-11)?</li> <li>e. Are procedures in place to verify qualifications and to process the required security investigation, clearance, and PRP certification within 24 days of EDAS cycle (AR 600-8-11)?</li> <li>f. Does the S1 counsel the soldier concerning policies and procedures for requesting deletion/deferment from assignment instructions and assist the soldier with the application (AR 600-8-11)?</li> </ul>					



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<b>FUNCTIONAL AREA/SUBORDINATE AREA: RATION CARDS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> To implement a Ration Control Program for U.S. Forces their dependents, and U.S. Civilians in USAREUR.</p> <p><b>CONDITIONS:</b> Given the mission to control, issue, and use of AE Form 600-702A (Ration Card), AE Form 600-702C (Supplemental Ration Card), AE Form 600-702D (Ration Card Register), AE Form 600-702E-R (Ration Card Quarterly Inventory), and Ration Stamp.</p> <p><b>STANDARD:</b> To comply with USAREUR Regulation 600-702</p>					
<p><b>1. RERERENCE:</b> USAREUR Reg 600-702</p> <p><b>2. DISCUSSION:</b> To assist the Commander in the Control and Distribution of Ration Cards.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <p>a. Is the S1 ensuring that those personnel receiving a ration card are authorized in accordance with Para 5, USAREUR Reg 600-702? Is above reference on hand?</p> <p>b. Are the orders for personnel that come from CONUS on TDY or ADT for less than 30 days being stamped for rationed items, and are the authorized amounts being entered on the orders IAW Para 4b (1).</p> <p>c. Are commanders delegating, in writing the management control, and issue of ration cards to other officers and enlisted personnel in the rank of sergeants and above IAW Para 6a (1), reference as above?</p> <p>d. If delegating the authority to E4's and below, are they getting written permission from the next higher level IAW Para 6b (1), reference as above?</p> <p>e. Is AE Form 600-702D being used to issue, turn-in, indicate destruction or loss of ration cards as indicated in Appendix B1 of above reference?</p> <p>f. Is AE Form 600-702D being used to record supplemental ration card (AE Form 600-702C) as indicated in Appendix B1 of above reference?</p> <p>g. Are quarterly ration card inventory being done on AE Form 600-702E-R as indicated in Para 6E (3), Ref as above?</p> <p>h. Are ration cards being kept in an approved three combination safe or container as indicated in Para 6E (3), Ref as above?</p>					



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<b>FUNCTIONAL AREA/SUBORDINATE AREA: SOLDIER READINESS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>			
			<b>1 OCTOBER 2004</b>			
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>		<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>				<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> Soldier Readiness.</p> <p><b>CONDITIONS:</b> Ensure that the execution of functions, essential personnel information is managed, analyzed, and used by commanders in decision making procedures.</p> <p><b>STANDARD:</b> FM 12-6</p>						
<p><b>1. REFERENCES:</b></p> <ul style="list-style-type: none"> <li>a. AR 600-20, Army Command Policy.</li> <li>b. AR 614-30, Overseas Service.</li> <li>c. AR 600-8-101, Personnel Processing.</li> <li>d. USAREUR Reg 600-8-101, USAREUR Soldier Readiness Program.</li> <li>e. USAREUR Reg 525-27, Noncombatant Evacuation Operations.</li> <li>f. V Corps Reg 600-20, V Corps Family Care Plan.</li> <li>g. DA Pam 608-47, Guide to established Family Support Groups.</li> </ul> <p><b>2. DISCUSSION:</b> A CINCUSAREUR initiative call the Soldier Readiness Program (SRP) charges commanders with overall responsibility for soldier readiness. It further directs them to maintain readiness on a continuous and daily basis. The USAREUR standard requires 94% of all assigned soldiers to be deployable 100% of the time. The SRP includes not only individual and unit readiness, but Family Care Plans, Family Support groups, and Noncombatant Evacuation Operations as well.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <ul style="list-style-type: none"> <li>a. Does unit meet USAREUR deployability standard? (Para 9, USAREUR Reg 600-8-101)</li> <li>b. Do semi-annual predeployment processing (SRP) dates appear on unit training schedule?</li> </ul>						

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: SOLDIER READINESS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>			
		<b>1 OCTOBER 2004</b>				
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>		<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>				<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>g. Are soldier readiness files validated monthly for accuracy? Is validation documented in writing? Are follow up actions tracked and documented? (USAREUR Reg 600-8-101, section IVpara 16c(2))</p> <p>h. Is the unit within the USAREUR standard for deployment (94%)? (Section I para 9b)</p> <p>i. Is the unit reporting deployability status monthly during USR turn-in? Are commanders and leaders at all levels actively involved in the SRP process?</p> <p>j. Do SRFs have the following items filled out completely and correctly?</p> <ul style="list-style-type: none"> <li>(1) Latest PDP Checklist</li> <li>(2) Copies of DD Form 93, SGLI, 2A/2B, 2-1/ORB.</li> <li>(3) Statement of Deployability.</li> <li>(4) PROFILE/MMRB proceeding results (if applicable)</li> <li>(5) Family Care Plan (if applicable)</li> <li>(6) Family Support</li> </ul> <p>k. Are the publications listed in paragraph 1 on hand or on order?</p> <p>l. MEDICAL: Do all soldiers who wear eyeglasses have optical inserts for their protective masks on hand or on order?</p> <p>m. DENTAL: Is the unit using UR 600-8-101 Appendix A to determine dental deployability?</p> <p>n. PERSONNEL: Is the unit ensuring that information on DD93 and SGLI in SRF is identical to that in the 201 file?</p> <p>o. LEGAL: Is the unit counting soldiers pending UCMJ action under Article 15 in its Legal Nondeployable figures IAW UR 600-8-101 Appendix C?</p>						
<b>FAMILY CARE PLANS (FCP)</b>						
<p>a. Is the unit screening personnel to ensure soldiers in the following categories with minor children</p>						

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: SOLDIER READINESS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>
<b>INSPECTION OFFICE/AGENCY G-1</b>		<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>
<b>ITEM</b>			<b>YES</b> <b>NO</b> <b>NA</b>
<p>(4) No spouse, but joint or full legal/physical custody of child.</p> <p>(5) Court-ordered visitation greater than 30 days a year.</p> <p>b. Did initial counseling occur during inprocessing, NLT 90 days before due date, or immediately after any event triggering need for a FCP? (Para 5-5a, AR 600-20)</p> <p>c. Did soldiers submit care plans to commander for approval within 30 days of counseling? (Para 5-5f, AR 600-20)</p> <p>d. Is family care plan counseling done at the time of pregnancy to ensure pregnant soldiers are informed of family care plan requirements, if she chooses to remain on active duty? (para 5-5f, AR 600-20)</p> <p>e. Did pregnant soldiers update FCP within 45 days of birth? (I 02, AR 600-20, Para e)</p> <p>f. Is commander serving as sole approval authority for FCP? (I02, AR 600-20, Para f)</p> <p>g. What criteria is the commander using as the basis for approving FCP? (I02, AR 600-20, Para b)</p> <p>h. Are completed and approved FCP filed with the appropriate individuals and agencies? (I02, AR 600-20, Para k)</p> <p>i. Does each FCP file contain the following mandatory items on the current forms? (I02, AR 600-20, Para m)</p> <p>(1) FCP Counseling Checklist (DA FORMs 5304-R).</p> <p>(2) FCP (DA FORM 5305-R) with attachme</p> <p>(3) Power of attorney (DA FORM 5841-R) or other legal document.</p> <p>(4) Certificate of Acceptance as Guardian or Escort (DA FORM 5804-R)</p> <p>(5) Application for ID Card/DEERS enrollment (DD FORM 1172)</p> <p>(6) Authorization for Allotment (DD FORM 2558) or other proof of financial support arrangements.</p> <p>j. Are FCPs being recertified annually? (Para 5-5i, AR 600-20)</p>			
<b>FAMILY SUPPORT GROUPS (FSG)</b>			

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: SOLDIER READINESS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>	<b>1 OCTOBER 2004</b>		
<b>INSPECTION OFFICE/AGENCY</b>  <b>G-1</b>		<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>				<b>YES</b>	<b>NO</b>	<b>NA</b>
c. Does FSG shut down between deployments, or continue to function in a sustainment mode (e.g., sponsoring unit events, holding meetings, updating rosters, and passing information)? (Para 28, USAREUR Reg 600-8-101)						
d. Does unit use support circles and contact personnel to maintain contact with family members? (Para 28, USAREUR Reg 600-8-101)						
e. Does the command have an up-to-date FSG membership roster so they can contact unit/RDC/FSG leadership? (Para 28, USAREUR Reg 600-8-101)						
f. Does the unit maintain a listing of military FSG POCs that is updated quarterly? (Para 28, USAREUR Reg 600-8-101)						
g. Are newly-arrived soldiers and family receiving information on the FSG from unit briefings or welcome letters, sponsor information, or visits from FSG leadership? (Para 28, USAREUR Reg 600-8-101)						
<b>NONCOMBATANT EVACUATION OPERATIONS (NEO)</b>						
a. Does the unit have an established NEO program in place with the following elements? (Para 5, USAREUR Reg 525-27)						
(1) Primary and alternate Unit NEO representative (UNR) appointed in writing.						
(2) AE Forms 1368 (Noncombatant Information Card or NEOARS print-outs) that are accurate and up-to-date.						
(3) Regularly-scheduled briefings to inform sponsors of their responsibilities for NEO preparedness, and to provide them with AE Form 60 (NEO Kit) within 30 days of family member arrival?						
b. Are only personnel who do not hold key leadership positions and are not assigned concurrent field duties appointed as UNR? (Para 6, USAREUR Reg 525-27)						
c. Does the UNR have at least 1 year remaining for assignment as of the appointment dates? (Para 6, USAREUR Reg 525-27)						
d. Are the names of UNR posted on the unit bulletin board? (Para 6, USAREUR Reg 525-27)						
e. Does the unit NEO program support required training on UNR personnel on an annual basis? (Para 6, USAREUR Reg 525-27)						
f. Have UNR been provided with names, addresses and strip maps of all noncombatants for whom they are responsible? (Para 11, USAREUR Reg 525-27)						

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## **FUNCTIONAL AREA/SUBORDINATE AREA: SOLDIER READINESS**

## RATING

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**INSPECTION OFFICE/AGENCY**  
**G-1**

## UNIT

**INSPECTOR'S NAME & PHONE NUMBER**

ITEM

**YES NO NA**

## NOTES:

**YES NO NA**

VERIFICATION  
**X** \_\_\_\_\_  
Unit POC Signature, Name, Rank, Date  
**X** \_\_\_\_\_  
Inspector's Signature, Name, Rank,

Date

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: SPONSORSHIP PROGRAM</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<b>TASK:</b> Ensure units sponsorship program are being maintained so that all incoming personnel are sponsored in to the unit and out going personnel are sponsored out.					
<b>CONDITIONS:</b> Given sponsorship program files and appropriate regulations.					
<b>STANDARD:</b> Ensure units are visiting appropriate Army Regulations.					
<p><b>1. REFERENCES:</b></p> <p>a. AR 600-8-8, The Total Army Sponsorship Program, dated 1 Jul 93?</p> <p>b. USAREUR Supplement 1 to AR 600-8-8, 27 Nov 98</p> <p>c. USAREUR PAM 600-8-8, How to be a good Sponsor, 21 Aug 98</p> <p>d. USAREUR Policy Letter #13, Total Army Sponsorship Program, 4 May 04</p> <p>e. USAREUR Policy Letter #20, Community In-processing and In-processing Training Centers, 26 Jun 03</p> <p><b>2. PURPOSE:</b> To evaluate the effectiveness of the unit's Sponsorship Program</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <p>a. Are the above references on hand or readily available?</p> <p>b. Does the command have a unit specific checklist for inspecting subordinate level Sponsorship Programs? (AR 600-8-8, Appendix B)</p> <p>c. Has the command appointed a headquarters level Sponsorship Program Manager on orders? (USAREUR Supplement 1 to AR 600-8-8, para 1-4g)</p> <p>d. Does the command ensure subordinate units appoint Program Managers on orders? (USAREUR Supplement 1 to AR 600-8-8 para 1-4j and 1-8d)</p> <p>e. Is the command using the 1st PERSCOM S-GATE program to assist with their sponsorship program?</p> <p>f. Does the command ensure that subordinate units have a training program established to train sponsors on their responsibilities? (AR 600-8-8, para 2-3b and USAREUR Supplement 1 to AR 600-8-8)</p>					

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<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>		
<b>ITEM</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>h. Has the command inspected all their assigned MSCs within the last twelve months to ensure compliance with USAREUR and V Corps regulations? (AR 1-201, section 6, para g, sub-para 3)</p> <p>(1) Does the command have a record of previous inspections conducted?</p> <p>(2) Did the command provide written feedback and recommendations?</p> <p>i. Does the command contact all incoming personnel in a timely manner and maintain documentation of contact information (by welcome letter, email, phone or S-GATE)? (AR 600-8-8, para 1-8c)</p> <p>j. Does the command give guidance on ensuring reactionary sponsorship of unprojected newly arrived personnel within established SOP or Policy Letter? (AR 600-8-8, para 2-2b)</p> <p>l. Does the command ensure that sponsors assist newly arrived personnel during their initial in-processing at both community and unit level? (AR 600-8-8 para 2-1f)</p> <p>m. Does the command have procedures to evaluate the effectiveness of their sponsorship program by surveying newly arrived personnel after completion of all in-processing and arrival of their POV and Household Goods as applicable? (AR 600-8-8, para 1-4f(3), USAREUR Supplement 1 to AR 600-8-8 para 1-4J (2)(b))</p> <p>(1) Does the command receive DA Forms 7274 from servicing ITCs for every new soldier after in-processing? (USAREUR Supplement 1 to AR 600-8-8, para 1-4g(3))</p> <p>(2) Does the command ensure units forward DA Form 7274 through the sponsor's commander and the sponsor? (USAREUR Supplement 1 to AR 600-8-8, para 1-4g(3))</p> <p>n. Upon arrival are there procedures to ensure personnel are integrated into the unit (e.g. welcome ceremony, welcome brief, office call with members of the chain of command, command brief, and review unit mission/policies)? (USAREUR Supplement 1 to AR 600-8-8, para 1-7e)</p> <p>o. Does the command ensure that there are written procedures in place to assign <del>sponsors to departing personnel</del>? (AR 600-8-8, para 2-2c)</p>				

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# **FUNCTIONAL AREA/SUBORDINATE AREA: SPONSORSHIP PROGRAM**

## RATING

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**INSPECTION OFFICE/AGENCY**  
**G-1**

## UNIT

**INSPECTOR'S NAME & PHONE NUMBER**

ITEM

YES NO NA

## NOTES:

## ITEM

YES NO NA

VERIFICATION

X \_\_\_\_\_

Unit POC Signature, Name, Rank, Date

X

Inspector's Signature, Name, Rank, Date

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FUNCTIONAL AREA/SUBORDINATE AREA: PERSONNEL ACCOUNTING AND STRENGTH	RATING	CHECKLIST EFF DATE: PAGE	1 OCTOBER 2004 1 OF 2	
INSPECTION OFFICE/AGENCY G-1	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<b>TASK:</b> Perform personnel accounting and strength reporting. <b>CONDITIONS:</b> Given the mission of monitoring and maintaining personnel accounting and strength reporting procedures at the Battalion S1 Level. <b>STANDARD:</b> AR 600-8-6, Personnel Accounting and Strength Reporting				
<b>1. REFERENCES:</b> <ol style="list-style-type: none"> <li>AR 614-200 Enlisted Assignments and Utilization</li> <li>AR 614-30 Overseas Service</li> <li>AR 600-8-6 Personnel Accounting and Strength Reporting</li> </ol>				
<b>2. PURPOSE:</b> To evaluate the effectiveness of the unit's EMILPO program to ensure proper strength accounting and reporting procedures.				
<b>3. SPECIFIC QUESTIONS:</b>				
<b>MANAGEMENT TOOLS</b> <ol style="list-style-type: none"> <li>Is the daily replacement report reviewed, ensuring proper EMILPO transactions are being submitted?</li> <li>Are personnel discrepancy notices being reviewed and forwarded to the proper unit for resolution (grade, forced gains, potential ghost, MOS)?</li> </ol>				
<b>SOLDIER UTILIZATION</b> <ol style="list-style-type: none"> <li>Are unit strength's and MOS's being reviewed to ensure that units have the proper soldiers assigned?</li> <li>Are promotions being tracked to ensure that all promoted soldiers are being properly utilized? Are excess soldiers being reported to the command for proper utilization?</li> </ol>				
<ol style="list-style-type: none"> <li>Is distribution of current and future assets to subordinate units within V Corps standards: 3% of MSC strength, 1 soldier or 100% of authorizations?</li> <li>Are special categories of assignments being monitored to insure proper utilization (EFMP or JD)</li> </ol>				

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<b>FUNCTIONAL AREA/SUBORDINATE AREA:</b> <b>PERSONNEL ACCOUNTING AND STRENGTH</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE:</b> <b>1 OCTOBER 2004</b>	<b>PAGE</b> <b>2 OF 2</b>	
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
b. Are Port calls and HQDA assignment instructions being complied with?					
<p><b>PERSONNEL REGISTER</b></p> <p>a. Are instructions for signing in and out posted in the vicinity of the register?</p> <p>b. Do personnel sign in or out on PCS on DA Form 647?</p> <p>c. Has the commander designated where the register will be located after duty hours?</p> <p>d. Was the personnel register closed out on the line immediately after the last entry?</p> <p>e. Are completed DA Forms 647 and 647-1 filed under 680-1a and retained for 6 months?</p> <p>f. Has the commander established procedures for maintaining the Personnel Register in a designated location for use during and after duty hours?</p> <p>g. Has the commander or designated representative posted the instructions on how to complete the DA Form 647 in the immediate vicinity of the register?</p> <p>h. Is the BNS1 ensuring that all personnel arrivals to and departures from the unit (both PCS and TDY) are being recorded on the personnel register?</p> <p>i. Has the commander designated a person to be responsible for monitoring and closing out the Personnel Register by 2400 each day?</p> <p>j. Are the required EMILPO transactions (arrivals, departures, etc.) being submitted based on the data from the Personnel Register?</p>					
<p><b>NOTES:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: SUSPENSION OF FAVORABLE ACTIONS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> Prescribe policies, operating tasks, and steps governing the suspension of favorable actions as a function.</p> <p><b>CONDITIONS:</b> Given the mission of monitoring Suspension of Favorable Personnel Actions at the Battalion S1 Level.</p> <p><b>STANDARD:</b> IAW AR 600-8-2</p>					
<p><b>1. REFERENCES:</b></p> <ul style="list-style-type: none"> <li>a. AR 600-8-2, Suspension of Favorable Personnel Actions.</li> <li>b. AR 600-9, The Army Weight Control Program.</li> <li>c. AR 350-41, Training in Units.</li> <li>d. AR 600-8-19, Enlisted Promotions and Reductions.</li> <li>e. AR 600-8-22, Military Awards.</li> <li>f. AR 635-100 Personnel Separations (Officer)</li> <li>g. AR 635-200 Personnel Separations (Enlisted)</li> </ul> <p><b>2. PURPOSE:</b> To determine if Suspension of Favorable Personnel Actions are timely and accurately reported thru eMILPO.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <ul style="list-style-type: none"> <li>a. Is an internal system in place to monitor flagging actions using the AAA-095 roster? (Including a suspense file). (Para 2-3, AR 600-8-2)</li> <li>b. Is a weekly review of all disciplinary cases conducted to ensure correct status of all flags and that the AAA-095 roster is current? (Para 2-3, AR 600-8-2)</li> <li>c. Are flags initiated within two days of occurrences? (Para 1-10, AR 600-8-2)</li> <li>d. Are flag removals initiated within two days of change of status? (Para 1-10, AR 600-8-8)</li> <li>e. Are DA Form 268s on file for all soldiers currently listed on the AAA-095 roster? (Para 3-11, AR 600-8-2)</li> <li>f. Are the publications listed above on hand, on order, or readily available?</li> </ul>					

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: SUSPENSION OF FAVORABLE ACTIONS</b>		<b>RATING</b>			
		<b>CHECKLIST EFF DATE: PAGE</b>			
		<b>1 OCTOBER 2004 2 OF 2</b>			
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p>g. Are overweight/APFT personnel failures reviewed accordingly for Bar to Reenlistment or possible elimination? (Para 1-15, AR 600-8-2)</p> <p>h. Are all disciplinary cases flagged? (Para 1-11, AR 600-8-2)</p> <p>i. Are personnel under investigation flagged? (Para 1-11, AR 600-8-2)</p> <p>j. Were DA Forms 268 and all related correspondence pertaining thereto retained 90 days from the date of the closed DA Form 268 in restricted access files and then destroyed?</p> <p>k. Do applications for attendance at civil or military schooling contain the following: "This action is not in contravention of AR 600-8-2", or "AR 600-8-2 applies"?</p> <p>l. Were DA Forms 268 initiated when required?</p> <p>m. Was proper distribution made of DA Form 268?</p> <p>n. Were separate reports submitted on each suspension?</p> <p>o. Were final reports submitted immediately after actions were completed?</p> <p>p. Has the legal clerk submitted a EMILPO flag transaction to initiate a flag in the data base?</p> <p>q. Does the commander review each flag on at least a monthly basis?</p> <p>r. If the soldier is promotable, has the promotions work center been notified of the flag?</p>					
<b>NOTES:</b>					
<b>VERIFICATION</b>					

30 <sup>th</sup> Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: THE BATTLE AND DUTY ROSTERS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-1	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<b>TASK:</b> To prescribes procedures for the maintenance of duty rosters at battalion command level, using DA Form 6 (Duty Roster).				
<b>CONDITIONS:</b> Given the mission of monitoring the battle and duty roster at the Battalion S1 Level.				
<b>STANDARD:</b> IAW AR 220-45				
<b>1. REFERENCES:</b> <ul style="list-style-type: none"> <li>a. AR 220-45, Duty Rosters</li> <li>b. AR 600-8-2, Suspension Of Favorable Personnel Actions (Flags)</li> <li>c. AR 600-8-6 Personnel Accounting And Strength Reporting</li> </ul>				
<b>2. PURPOSE:</b> To determine if Suspension of Favorable Personnel Actions are timely and accurately reported thru SIDPERS III.				
<b>3. SPECIFIC QUESTIONS:</b> <p><b>BATTLE ROSTERS</b></p> <ul style="list-style-type: none"> <li>a. Have battle rosters been prepared for the MTOE assigning personnel to wartime positions?</li> <li>b. Have all non-deployable personnel been excluded from battle roster assignments?</li> <li>c. Does the unit maintain a standing list for soldiers to be deployed for humanitarian or special missions?</li> <li>d. Are the above listed references on hand?</li> </ul> <p><b>DUTY ROSTERS</b></p> <ul style="list-style-type: none"> <li>a. Were all individuals normally eligible for duty included on the duty rosters?</li> <li>b. Are soldiers listed alphabetically by grade?</li> <li>c. Are individuals given credit for authorized absences?</li> <li>d. Are dates being carried forward correctly?</li> <li>e. Are duty rosters being filed IAW prescribed regulations and destroyed 3-months after the last entry?</li> </ul>				



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<b>FUNCTIONAL AREA/SUBORDINATE AREA: FILES AND PUBLICATIONS</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> Prescribe policies, operating tasks, and steps governing the files and publications as a function.</p> <p><b>CONDITIONS:</b> Given the mission of monitoring the files and publications at the Battalion S1 Level.</p> <p><b>STANDARD:</b> IAW AR 25-400-2</p>					
<p><b>1. REFERENCES:</b></p> <ul style="list-style-type: none"> <li>a. AR 25-400-2, The Army Records Information Management System (ARIMS)</li> <li>b. DA PAM 25-30, Consolidated Index Of Army Publications &amp; Blank Forms</li> </ul> <p><b>2. PURPOSE:</b> The purpose of Army recordkeeping is to properly manage information, from its creation through final disposition, according to Federal laws and Army recordkeeping requirements.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <p><b>FILES</b></p> <ul style="list-style-type: none"> <li>a. Are deviation from disposition instructions that extend the prescribed retention period approved?</li> <li>b. Are all folders and record containers labeled?</li> <li>c. Are file numbers being entered on documents at the time of creation, or prior to filing of the documents?</li> <li>d. Are file numbers placed on non-military correspondence prior to filing?</li> <li>e. Are files with specific number of years cut off at the end of the year?</li> <li>f. Are files with continuing type disposition not cut off but purged instead?</li> <li>g. Are SF 135 and SF 135-A being used to transfer records?</li> <li>h. Are files with written exceptions to disposition instructions, when approved, cited or labeled?</li> </ul>					



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<b>FUNCTIONAL AREA/SUBORDINATE AREA: PERSONNEL ASSET INVENTORY</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> To establishes standards and provide an operational document for personnel asset inventories.</p> <p><b>CONDITIONS:</b> Given the mission of monitoring personnel asset inventory at the battalion level.</p> <p><b>STANDARD:</b> IAW AR 600-8-6.</p> <p><b>1. REFERENCES:</b></p> <p>AR 600-8-6, Military Orders</p> <p><b>2. PURPOSE:</b> To prescribe the policies and mandated operating tasks for personnel asset inventories.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <p>a. For what reason is a PAI (i.e., a physical muster formation) being conducted (For the purpose of conducting a PAI, a unit commander is defined as any company commander, battalion commander, commander or senior Army person of a U.S. Army element, or Army Chief of an agency or activity having a unique UPC that has assigned Army personnel)?</p> <p>b. At a change of command by the departing commander or new commander or both?</p> <p>c. Fourteen calendar days prior to a unit move to a different station; a unit inactivation, discontinuance or re-designation; or a change in servicing PPA?</p> <p>d. When the strength variance is 2 percent or more after validation of the Personnel Strength Zero Balance Report?</p> <p>e. When directed by the chain of command?</p> <p>f. Have commanders at all levels established procedures for conducting a command PAI and inspection to ensure that PAI's are properly accomplished?</p> <p>g. Is the PAS chief reporting to the appropriate commander recurring unit or installation strength</p>					

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FUNCTIONAL AREA/SUBORDINATE AREA: PERSONNEL ASSET INVENTORY		RATING	CHECKLIST EFF DATE: PAGE	
INSPECTION OFFICE/AGENCY G-1		UNIT	1 OCTOBER 2004 2 OF 2	
ITEM			YES	NO
k. Is the BNS1 resolving duty or assignment status issues and submitting the appropriate EMILPO transactions?  l. Are items 1 through 10 and item 12 on the DA Form 3986-R being completed by the BNS1?  m. Is the commander verifying each soldier's name and SSN with the AAA-162 and his/her identification card?  n. Is the commander verifying the status of soldiers not present at the PAI?  o. Is the commander completing items 11 through 14 on DA Form 3986-R and signing in the space provided in item 14?  p. Is the PAS completing and signing section III of DA Form 3986-R?  q. Is the DA Form 3986-R being forwarded through the chain of command (as established by local SOP) for corrective action and final approval?  r. Is the reference on-hand or ordered?				
<b>NOTES:</b> <hr/> <hr/>				
VERIFICATION X _____ Unit POC Signature, Name, Rank, Date X _____ Inspector's Signature, Name, Rank, Date				

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<b>FUNCTIONAL AREA/SUBORDINATE AREA: UNIT STATUS REPORTING</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
		<b>1 OCTOBER 2004</b>	<b>1 OF 1</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> To establishes standards and explains, in detail, what status information Army units are required to report, how reports are prepared, and how reports are submitted.</p> <p><b>CONDITIONS:</b> Given the mission of completing the unit status reports at the battalion level.</p>					
<p><b>STANDARD:</b> IAW AR 220-1</p> <p><b>1. REFERENCES:</b></p> <p>AR 220-1, Unit Status Reporting</p> <p><b>2. PURPOSE:</b> To establish the Army's unit status reporting system.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <p><b>CRITICAL MOS</b></p> <p>a. Are procedures in place to properly determine critical MOSs for USR? What procedures/tools are used?</p> <p>b. How are critical MOS requirements validated?</p> <p><b>COMMANDER COMMENTS</b></p> <p>Is unit validating the personnel portion of Commanders Comments?</p> <p><b>NON-DEPLOYABLE ROSTER</b></p> <p>a. Is correct format being used?</p> <p>b. Is a copy of NON-DEPLOYABLE memo from the Battalion on hand?</p> <p><b>NOTES:</b></p> <hr/> <hr/> <hr/> <hr/>					
<p><b>VERIFICATION</b></p> <p>X _____</p> <p>Unit POC Signature, Name, Rank, Date</p> <p>X _____</p> <p>Inspector's Signature, Name, Rank, Date</p>					

**30<sup>th</sup> Medical Brigade PAM 1-201  
COMMAND INSPECTION CHECKLIST**

**DATE OF INSPECTION**

<b>FUNCTIONAL AREA/SUBORDINATE AREA: WEIGHT CONTROL</b>		<b>RATING</b>	<b>CHECKLIST EFF DATE: PAGE</b>		
<b>INSPECTION OFFICE/AGENCY</b> <b>G-1</b>	<b>UNIT</b>	<b>INSPECTOR'S NAME &amp; PHONE NUMBER</b>			
<b>ITEM</b>			<b>YES</b>	<b>NO</b>	<b>NA</b>
<p><b>TASK:</b> To insure that all personnel are able to meet the physical demands of their duties under combat conditions and to present a trim military appearance at all times.</p> <p><b>CONDITIONS:</b> Given the mission of monitoring personnel asset inventory at the battalion level.</p> <p><b>STANDARD:</b> IAW AR 600-8-6.</p> <p><b>1. REFERENCES:</b></p> <p>AR 600-8-6, The Army Weight Control Program</p> <p><b>2. PURPOSE:</b> To establish policies and procedures for the implementation of the Army Weight Control Program.</p> <p><b>3. SPECIFIC QUESTIONS:</b></p> <p>a. Does the unit have a weight control SOP?</p> <p>b. Are all newly assigned soldiers weighed during in-processing?</p> <p>c. Are all soldiers weighed and measured for height in conjunction with the annual APFT?</p> <p>d. After determination that a soldier exceeds no screening table weight, is the soldier immediately tape measured by qualified personnel?</p> <p>e. Upon entry in the weight control program, are soldiers also entered into a mandatory exercise program?</p> <p>f. Are flagging actions initiated effective the date the soldier is determined to exceed maximum body fat content?</p> <p>g. Is there a monthly weigh-in for over weight soldiers?</p> <p>h. When it is determined that a soldier's no weight loss is not satisfactory, is he/she informed in writing that initiation of separation action is being considered?</p> <p>i. Is AR 600-9 on hand?</p>					

# **30<sup>th</sup> Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST**

**DATE OF INSPECTION**

## **FUNCTIONAL AREA/SUBORDINATE AREA: WEIGHT CONTROL**

## RATING

## **CHECKLIST EFF DAT**

### **1 OCTOBER 2004**

PAGE  
1 OF 2

**INSPECTION OFFICE/AGENCY**  
**G-1**

## **UNIT**

**INSPECTOR'S NAME & PHONE NUMBER**

ITEM

YES NO NA

## NOTES:

## ITEM

YES NO NA

## VERIFICATION

X \_\_\_\_\_

Unit POC Signature, Name, Rank, Date

X \_\_\_\_\_

Inspector's Signature, Name, Rank, Date